

ATTACHMENT B

Sample Request for Full Proposal

Dr. Anderson - we are pleased to announce that you have been selected based on your Statement of Interest (SOI) to submit a full proposal for the project entitled:

"Development of Guidelines for Implementing Benefits Based Management at Corps of Engineers Projects.

We would appreciate receiving your full proposal no later than [Jan 31 2007](#). If for some reason this date can not be met, please contact me prior to [noon on January 22, 2007](#) with your requested submission date. Therefore, please submit your proposal via email directly to [Mr. R. Scott Jackson, email address Scott.Jackson@usace.army.mil](#) and copy me.

Your full proposal should address how you plan to meet the objectives listed in the request for SOI; include a detailed budget taking into consideration the magnitude of available funding ([approx. \\$60,000](#)); and include your consideration of the following information which we would like incorporated into your proposal.

* [MEETINGS: The Recipient shall participate in up to three project meetings with the staff of ERDC-EL to coordinate the plan of work, discuss progress, and resolve technical issues. Meetings will be held on mutually agreeable dates and locations or by telephone conference. Less formal interaction and collaboration will be conducted as needed.](#)

* [TRAVEL: It is expected that some travel will be required to perform the work and will be evaluated based on the description of work in the proposal.](#)

* [REPORTS AND DELIVERABLES: The Recipient shall submit the following types of reports and deliverables. Reports and deliverables are to ensure that fund processing is timely and documentation supports financial interaction between our organizations. Reports and deliverables also document overall project accomplishments.](#)

a. Monthly Progress Reports - One (1) typed letter report describing progress on the project in the form and content specified at <http://owww.cecer.army.mil/contracts/formindex.html> <<http://owww.cecer.army.mil/contracts/formindex.html>> . The report shall be as of the last day of the month and shall be transmitted via electronic mail, telefacsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. The first and last report may cover more than a month with prior concurrence of the government. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

b. Draft and Final Reports:

(1) Draft Final Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. ERDC-EL staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

(2) Final Report. One (1) paper copy of the final report, incorporating ERDC-EL review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the ERDC-EL comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media.

* PERIOD OF SERVICE: Due to the type of funding that ERDC-EL uses for these agreements it is recommended that all work performed should be completed by 30 September 2007.

* GOVERNMENT PARTICIPATION: Cooperative agreements require participation of both the Government and Recipient's organization. The following are areas where we can substantially assist in any potential proposal.

1. ERDC-EL and other Corps personnel are available to provide direct involvement in evaluating approaches to tasks, potential FAQ's, subjects for video clips of

benefits based management stories and other information pertaining to benefit based management applications.

2. ERDC-EL personnel can review work at critical steps and approve continuation activities (go/no-go decisions).

3. ERDC-EL personnel will provide technical specifications for all web based materials to ensure that the materials developed are compatible with the architecture of the NRM Gateway
<http://corpslakes.usace.army.mil> .